



Board of Trustees Assets and Resources Committee

Thursday, September 21, 2023, 12:00pm - 1:30pm
NHTI - Concord's Community College, Grappone Hall 301

Attendees: Committee Chair Trustee Gregory C. Eastman, Chief Information Officer Barbara Spada, Trustee Richard Ackerman, Trustee Steven Slovenski, President Patrick Tompkins (NHTI), Interim President Patrick Cate (LRCC)

Regrets: Trustee Darrin Daniels

Guests: Trustee Katharine Bogle Shields, Trustee Edwin O. Smith, Trustee Alison Stebbins, Trustee Donnalee M. Lozeau, Trustee Geoffrey Kennedy, Trustee Kimberly Eckenrode, Trustee Nick Toumpas, Trustee Tiffany Eddy, Trustee Tricia H. Lucas, Trustee Will Cunningham, Trustee Stephen J. Ellis, Chancellor Mark Rubinstein, President Alfred Williams IV (RVCC), President Brian Bicknell (MCC), President Lucille Jordan (NCC), President Charles Lloyd (WMCC), President Cheryl Lesser (GBCC), Director Deanna Jurius, Director Sara Sawyer, Chief Operating Officer Scott Fields, Executive Director Tim Allison, Director Ann-Marie Hartshorn, Director Jason Bishop, Director Matt Moore, Vice President Kristen Miller (WMCC), Business Affairs Officer Masha Bourdon (NHTI)

Meeting Minutes:

Committee Chair Eastman opened the meeting at 9:20am.

Requests for approval:

1. Request for approval of the June 15, 2023 committee meeting minutes.
 - a. Trustee Akerman motioned to approve the minutes from the June 15, 2023 committee meeting as presented. Trustee Slovenski seconded the motion. Motion passed unanimously.
2. Request for approval to award system-wide contract for facilities inventory software.
 - a. Trustee Akerman motioned to recommend the awarding of 3-year contract to Brightly Software Inc. to the Finance Committee for consideration, total contract not to exceed \$282,610.00. Trustee Slovenski seconded the motion. Motion passed unanimously.
 - b. Chief Operating Officer (COO) Fields brought this proposal forward and explained that this software will enable the system to get on top of maintenance and repairs. It is cloud-based software that all campuses and the System Office will have access to.
 - c. Trustee Toumpas asked about the timeline for implementation. COO Fields said that all the inventory will need to be entered into the software and it should be ready to use by early 2024.
 - d. There was also a discussion about what the continued cost of the software would be. COO Fields said it is estimated to go 6% in years 4 and 5.
3. Request for approval for WMCC to sell a portion of the Littleton Academic Center Property.
 - a. Trustee Akerman motioned to sell the .08 acres of land on WMCC's Littleton campus to the Champagne Irrevocable Trust for \$1.00 and make permanent the proposed lot line adjustment. Trustee Slovenski seconded the motion. Motion passed unanimously.
 - b. President Lloyd explained that when they purchased the property, they were unaware of a verbal agreement with the neighbors to allow them to use a portion of the property for their driveway. There was a brief discussion about liability and the value of the land which was estimated to be \$1,500.00.
4. Request for NHTI to use reserves to install generators to power residence halls during outages.

- a. Trustee Akerman motioned to recommend the use of reserves to the Finance Committee, not to exceed \$300,000.00. Trustee Slovenski seconded the motion. Motion passed unanimously.
- b. There was a brief discussion about what currently happens to students living in the residence halls when the power goes out. They are currently relocated to the cafeteria where there is a generator until the power is restored.

Update Items:

1. Chief Information Officer (CIO) Spada gave an update on system-wide IT initiatives. Information.
 - a. CIO Spada went over the expanded hours for the shared helpdesk and the benefit that has had on the students, faculty, and staff who otherwise would have had to wait until the next business day to get assistance with their account issues. They are now assisting people from 7:30am until 8:00pm.
 - b. Trustee Akerman asked if the System is doing anything regarding technology security amidst the rising number of cyber-attacks. CIO Spada spoke to the multi factor authentication and the fact that students are on a different network than the administration.
 - c. CIO Spada, COO Fields, Director Hartshorn, and Director Bishop worked together on a risk assessment plan and created an overview document that outlines the plan.
 - d. They are also working on printing standardization to ensure students have the same capabilities regardless of which campus they are on.
 - e. Trustee Toumpas asked CIO Spada if she thought they were where they should be or if there were gaps that needed to be filled in. CIO Spada noted that she would like to see things progress a little faster. While there has been lots of support from the Presidents and Chancellor there still needs to be more of a culture shift throughout the system before the pace will increase. It was also noted that right now we are learning lessons that will help accelerate future endeavors.
2. Director Moore gave the group an update on where we are with ongoing capital projects.
3. COO Fields showed the Board a flow chart that outlines what the biennial capital budget process looks like.
4. Director Sawyer gave an update on the collective bargaining process letting the group know that staff and full-time faculty will be entering mediation. She went on to explain that after mediation is fact finding, which is non-binding and can be rejected by either side.

Trustee Akerman made a motion to enter into a non-public session according to the provisions of RSA 91-A:3, II(a) to discuss a personnel matter, Trustee Slovenski seconded the motion which passed unanimously by roll call vote.

Entered non-public session at 10:15am

Returned to the public session at 11:10am.

As there was no further business to discuss Trustee Slovenski motioned to end the meeting at 11:10am, Trustee Akerman seconded the motion. Motion passed unanimously.

Respectfully submitted,

Cassandra Hoefs
Executive Assistant to the Chancellor and the Board of Trustees